PHILIP MORRIS COMPANIES INC. INTER-OFFICE CORRESPONDENCE

120 PARK AVENUE, NEW YORK, N.Y. 10017

TO: RECORDS COORDINATORS AND INFORMATION SYSTEMS DEPTS.; PHILIP MORRIS COMPANIES INC., PHILIP MORRIS INCORPORATED, PHILIP MORRIS INTERNATIONAL and PHILIP MORRIS MANAGEMENT CORPORATION

DATE: May 4, 1994

FROM: Charles R. Wall

RE: Document Disposal Suspension Notice

As previously advised, litigation has been filed which requires us to retain certain records, most or all of which are already subject to disposal suspension under the Philip Morris Records Management Program. (Documents subject to disposal suspension are identified in the Appendix entitled "Topics Subject to Disposal Suspension" to the Records Management Manual and in prior disposal suspension notices). The two most recent disposal suspension notices dealt with retaining in their original form--regardless of the medium, including electronic mail-- documents relating to (1) the manufacturing, testing and composition of tobacco, tobacco products, paper, filter or any other material contained in, relating to or used in the manufacture, testing and composition of tobacco products or (2) the nicotine content of tobacco, tobacco products (cigarettes, filler, reconstituted tobacco, expanded tobacco, etc.) and cigarette smoke.

Philip Morris International should retain records relating to (1) and (2) above only as they relate to tobacco products intended for sale in the United States. This limitation does not apply, however, to records subject to the Appendix entitled "Topics Subject to Disposal Suspension."

This notice is a reminder that E-Mail and other electronic documents in the categories referred to above must be retained. Although the usual retention practice for electronic records subject to the Appendix entitled "Topics Subject to Disposal Suspension" has been to print and retain a paper copy, please ensure that a copy is also retained in electronic form. Retain "on line" all E-Mail messages that fall within the above categories. If you have any questions about how to retain E-Mail electronically, please consult your Information Systems Department.

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Source: https://www.industrydocuments.ucsf.edu/docs/lhdl0001

The Appendix entitled "Topics Subject to Disposal Suspension" in each records manual remains in effect without change. If there is any question about whether a record is subject to this or other disposal suspension notices, the records should be retained, pending review by your legal department. Questions should be addressed as follows:

Philip Morris Companies Inc. and Philip Morris Management Corp.	Roger Whidden (212-880-3635)
Philip Morris International	
Rye Brook Headquarters and Latin America Region	Ken Schoenholz (914-335-1656)
Asia and Japan Regions	Tim Lindon (852-825-1682)
Australia Region	Ronniet Milliken (61-3-556-0247)
EEC and EEMA Regions	Andy Reiman (41-21-618-6275)
Philip Morris USA	Clare Purcell (804-274-3656)

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